

**PIMA COUNTY WIRELESS INTEGRATED NETWORK (PCWIN)
USER COMMITTEE / TECHNICAL COMMITTEE
JOINT MEETING**

City of Tucson
4004 South Park Avenue, Building #2
Thursday, April 20, 2006
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the April 20, 2006 meeting. The meeting was relocated due classroom unavailability at the Tucson Fire Department Prevention Center.

- I. Call to Order:** Sergeant Don Lafreniere, User Committee Co-Chair, calls the meeting to order at 9:22 a.m.

Roll Call: Catherine Hanna, Pima County Sheriff's Department

Quorum is established for the Technical Committee with a total of 11 members present.

Quorum is established for the User Committee with a total of 10 members present.

Members Present Technical Committee

Larry Sayers, Chair, Pima County Fleet Services
Steven Campbell, Drexel Heights Fire District
Scott Ferguson, Pima College Department of Public Safety
Harry Findysz, Mt. Lemmon Fire Department
Don Harrison, Tucson Airport Authority
Tim Hoban, Tucson Airport Authority
Joseph Jakoby, Tucson Fire Department
Pat Joy, Pima County Sheriff's Department
Gregory McNeal, City of Tucson
John Moffatt, Pima County Office of Strategic Planning
Anita Velasco, City of Tucson Communications

Members Present User Committee

Harry Findysz, Co-Chair, Mt. Lemmon Fire Department
Don Lafreniere, Co-Chair, Sahuarita Police Department
Manuel Amado, Pima College DPS - Proxy
Paul Ashcraft, Marana Police Department
Linda Basham-Gilbert, Tucson Police Department
Dan Morelos, Tucson Airport Authority
Hector Olivo, Pascua Yaqui Police Department
Mike Sacco, Pima County Sheriff's Department
Kevin Shonk, Tohono O'odham Police Department
Larry Stevens, Oro Valley Police Department

Members Not Present – Technical Committee

Ken Boynton, University of Arizona
Rick Brown, Marana Police Department
Gary Bynum, Drexel Heights Fire District
Greg Lugo, Tucson Police Department
Ted Martin, PCSD IST
Kerry Reeve, PC Office of Emergency Management
Gary Schmitz, Oro Valley Police Department
Ben Standifer, Tohono O'odham Police Department

Members Not Present – User Committee

Patrick Abel, Golder Ranch Fire District
Larry Anderson, South Tucson Fire Department
Lee Bucklin, Rincon Valley Fire District
Jim Bush, Ajo/Gibson Volunteer Fire Department
Gary Bynum, Drexel Heights Fire District
James Craig, Helmet Peak Fire Department
Matt Janton, Northwest Fire District
Charles Kmet, Tohono O'odham Fire Department
Basilio Martinez, Pascua Pueblo Fire Department
Tom Nix, Avra Valley Fire District
Todd Pearson, Tucson Fire Department
Luis Puig, University of Arizona Police Department
Kerry Reeve, PC Office of Emergency Management
Ernie Robles, Picture Rocks Fire Department
Doug Roth, Corona de Tucson Fire Department
Cheryl Smart, Pima College Department of Public Safety
John Williams, Three Points Fire District
Chuck Wunder, Green Valley Fire District

Others Present

Matthew Fenton, U of A Police Department
Larry James, M/A-Com
Dale King, South Tucson Police Department
Christine O'Connor, City of Tucson
Paul Punske, Motorola
Dennis Rankin, Mount Lemmon Fire District

II. Approval of Minutes, Sgt. Don Lafreniere, User Committee Co-Chair

Sgt. Lafreniere asks members if there are any suggested changes for the February 17, 2006 joint meeting minutes. Mike Sacco moves to accept and approve the minutes. Linda Basham-Gilbert seconds the motion. Motion is unanimously carried.

Materials provided: User/Technical Joint Meeting Summary for February 17, 2006.

III. User Needs Assessment Reports & Legacy Systems Characterization Reports – Status Report Capt. Paul Wilson, Pima County Sheriff's Department

Captain Wilson provides the Committee with a project status report update. To date, the User Needs Assessment Report and the Legacy Systems Characterization Report has been the focus of the project.

The User Needs Assessment Report focuses on agency specific needs in the project; a collection of data to determine an agency's voice and data radio communications and dispatch needs and requirements. CTA Communications will document those findings with a deliverable report.

The Legacy Systems Characterization Report focuses on what each agency utilizes to operationally function, today, and what may be reusable in a new system in the future; antenna towers, networking equipment and solutions, and microwave solutions. Each agency will assess and document those components, and decide what component will work best in a new system. CTA Communications provided participating agencies with four (4) survey instruments for review and completion:

- Dispatch Center Survey
- Emergency Operations Center Survey
- Mobile Data Survey
- Radio Usage Survey

Following the distribution of the surveys, CTA sent representatives to Pima County to conduct in-person interviews from March 1st through March 6th. Although 32 agencies are empowered by the Bond to receive services from the project, CTA interviewed state, local, and federal agencies, all bordering counties, and representatives from Phoenix and Mesa to make sure Pima County knows what's going on in surrounding communities; giving PCWIN the opportunity to interoperate on a grander scale with other entities.

CTA conducted separate on-site interviews with dispatch center staff at several dispatch centers which included a survey of each facility. CTA documented what dispatch consoles were used, number of consoles used, space, radio equipment, and telephone equipment. Interviews are complete and individual interview records were drafted. Participating agencies were provided a login and password to view their agency's folder on CTA's website. Agencies were asked to review those interview records, make comments and/or corrections, and forward them back to CTA to update. Corrections will be incorporated into the final User Needs Assessment Report. Captain Wilson adds that if agency representatives have difficulty retrieving their information to contact Ms. Catherine Hanna for assistance.

During the Needs Assessment Interviews, CTA became interested in collecting more specific CAD system information. Two (2) additional survey instruments were created:

- Dispatching Operations Checklist
- Fire/EMS and Law Enforcement Checklist

The Dispatching Operations Checklist contains functions found in many, modern CAD systems. The goal is to identify the functions desired by the dispatch operations community. The checklist contains entries that apply to fire, EMS, and call taking. The intent is to determine the size and capacity required now, and in the future, and elicit responses concerning operational features.

The Law Enforcement and EMS Checklists allows CTA to assist participating agencies in obtaining information regarding existing CAD operating systems in use in the community. Like the dispatching checklist, existing systems may require enhancement for size and capacity; as well as new features and functions.

Captain Wilson adds that the PCWIN project office has not had a good return response to these checklists. Captain Wilson asks the Committee to refer to the Returned Surveys, Interview Records, and Documentation Log spreadsheet to review what instruments each agency is missing. He stresses the importance of each deadline and reminds the Committee that in order to proceed in the project, all instruments must be completed. Captain Wilson reminds the Committee that all surveys are available on CTA's website to download and complete.

Captain Wilson explains that from March 20, 2006, through March 31, 2006, CTA Communications sent three (3) teams of representatives to survey existing and potential antenna sites. CTA documented site locations, site conditions, and took pictures. Approximately 60 antenna sites were visited in two (2) weeks. Antenna site visits included participating agency jurisdictions, government entities, federal entities, Santa Cruz County, and Tucson Electric Power Company. CTA documented site information and will determine what antenna sites are eligible for use and what configurations are needed to continue utilizing current antenna sites.

Captain Wilson explains that on April 13, 2006, he sent an email to each agency's Executive Staff in an effort to expedite outstanding documentation from various agencies. Attached to that email was an additional survey regarding voice and data attribute rankings and dispatch attribute rankings. This survey asks each agency to rank attributes according to priority. Captain Wilson explains that on April 26, 2006, CTA will meet with invited Committee members to discuss and review the User Needs Assessment Report; comment, change, or add information gathered and give the members an opportunity to look back at previous information for another review. Although several Committee members will be invited to review the report, invitees will be limited. CTA Communications will present the same report to the Executive Management Committee on their monthly meeting on April 27, 2006. Captain Wilson adds that the final User Needs Assessment Report will be available on May 17, 2006. General information from the User Needs Assessment Report review will be available to each agency to comment and/or change prior to the final report in May 2006.

Captain Wilson asks the Committee to refer to the User Needs Assessment Report Draft Outline. This document provides a breakdown of each component of the project. The document was designed to correlate each agency's needs and attributes in a final system design and operation.

Captain Wilson advises the Committee that CTA Communications posts a monthly Project Status Report and Detailed Schedule on their website to document completed and future activities of the project. He encourages Committee members to visit the website to review those reports often.

Linda Basham-Gilbert asks Captain Wilson if Committee members can receive more time to fill out survey instruments when they are delivered. Captain Wilson explains that the PCWIN project is moving rapidly. When the project began, PCWIN members asked CTA Communications to move the project swiftly, and deadlines are quick as a result. Captain Wilson adds that as soon as the survey instruments are available, the project office delivers those instruments to participating agencies. He explains that deadlines are important to continue receiving timely responses. Ms. Basham-Gilbert adds that the survey instruments ask general information questions, and inquired why the surveys weren't sent at an earlier time. Captain Wilson explains that the first four (4) survey instruments went out after the initial meeting with CTA. During the interview process, information reference the CAD systems was surveyed to assist the needs of various agencies. Captain Wilson agrees that leeway is minimal, but PCWIN members requested this project be completed within a quick timeframe.

Materials provided by Captain Wilson: CTA Communications' Project Meeting Schedule and Status Report, User Needs Assessment Report (Draft Outline), PCWIN Consultant Services Detailed Schedule Chart, and Returned Surveys, Interview Records, and Documentation Log.

IV. User / Technical Committee Workgroups **Capt. Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that several meetings are approaching and he highlights important dates for the Committee. On April 21, 2006, City of Tucson and Pima County representatives will meet at the Sheriff's Department Administration Building for a Communications Center Development meeting. Items to discuss will include system models and system operations. Prior to the User Needs Assessment Report meeting on April 26, 2006, City of Tucson and Pima County representatives will meet to discuss possible projects to be funded through the COPS Earmark funds PCWIN will be receiving for the 2006 fiscal year. CTA will also attend that meeting to discuss where those funds should go in the project.

On May 24, 2006, CTA will give a review report on the Legacy Systems Characterization Report. He adds that invitations have not been sent out for that meeting, although a list of invitees has been developed. On June 2, 2006, CTA representatives will visit Pima County with their architectural company to provide the City of Tucson and Pima County with a Design Workshop in regards to their communications facilities. Requirements on space, design concepts, and site selection will be discussed and placed on paper for review. On June 19, 2006, CTA will return to Pima County to give a trunking tutorial for all agencies. CTA will follow up on June 20, 2006, with a review meeting on System Alternatives & Recommendations Report. Invitees have not been established at this time, but invitations will go out soon. Agency representatives will gather information from the User Needs Assessment Report, Legacy Systems Characterization Report, and Conceptual Architecture Planning Report to assist CTA in developing a final conceptual design for the project.

V. Future Joint Meeting Schedule **Capt. Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that due to review meetings, individual draft document reviews, and final review meetings, the Committees should consider either meeting after CTA's review meetings or rely on participating agencies to respond and send their documentation to CTA. He adds if the Committees want to discuss comments and changes amongst one another, meetings should take place within a week

of the CTA's review meetings. If not, the Committees can meet following CTA's final report meeting. Ms. Anita Velasco explains that the Committees should meet following each review meeting from CTA Communications due to the complexity of the project. She adds that each agency has their own issues to discuss and collectively, the Committees can have a larger prospective on what's appropriate for individual action. Mr. Dan Morelos agrees, adding that the User and Technical Committees have worked collectively throughout the project and to maintain consistency, the Committees should meet after each review meeting. Captain Wilson suggests that the Committees meet following the User Needs Assessment Report review meeting (April 26); May 9, 2006, 9:00 a.m., Pima County Sheriff's Department Administration Building, Sheriff's Operations Center, 3rd Floor. Future dates will be scheduled at a later time.

VI. New Business, Sgt. Don Lafreniere, User Committee Co-Chair, Sahuarita Police Department

Larry Sayers, Pima County Fleet Services

Larry Sayers reminds the Committee that invitations went out for the L-3 Communications mobile data presentation on April 24, 2006, 1:00p.m., Courtyard Marriott (Tucson Airport).

He explains that agencies utilizing the 800 MHz radio systems should be aware that ICALL and ITAC frequencies are available to program in their radios for use as all-call and tactical channels without a license. The use of those state and nation-wide frequencies is authorized by the State Regional Plan and includes six (6) channels for interagency interoperability. Mr. Sayers adds that he has information regarding this issue upon request.

Mr. Sayers advises the Committees that 800 MHz rebanding is approaching and voluntary negotiations with Nextel will begin on July 3, 2006. Mr. Sayers encourages all agencies, licensed or not, to register as a point-of-contact on the Transition Administrator website, at www.800ta.org. He adds that several states have already begun to reband. Captain Wilson explains that the City of Tucson's lobbyists and the County's lobbyists have been in contact regarding the progress of rebanding. APCO's website requests that all agencies submit letters to their state senators encouraging them to intervene with the FCC to progress negotiations of treaties with Mexico and Canada to facilitate the rebanding. Captain Wilson adds that Sheriff Clarence Dupnik has submitted a letter to Senators Kyl and McCain and included the 700 MHz spectrum, as well. Larry Sayers explains that portions of Arizona are within a 110 kilometer border zone and this treaty directly affects Arizona's agencies as a result. He adds that an additional website for more information on rebanding is www.800alert@apco911.org.

VII. Call to the Public, Sgt. Don Lafreniere, User Committee Co-Chair, Sahuarita Police Department

Sgt. Lafreniere asks if anyone from the public would like to address the Committees. He receives no response.

VIII. Date-Time-Location of Next Meeting(s)

A joint meeting is suggested and the next meeting is scheduled for:

Tuesday, May 9, 2006, at 9:00 a.m.
Pima County Sheriff's Department Administration Building
Sheriff's Operations Center, 3rd Floor
1750 E. Benson Highway, Tucson, Arizona

IX. Adjournment

Linda Basham-Gilbert motions to adjourn the meeting and Pat Joy seconds the motion. Motion carries unanimously and the meeting is adjourned.

Minutes prepared by: Catherine Hanna